

**NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES`
FOOD DISTRIBUTION DIVISION**

PO Box 659
Butner, NC 27509-0659
Phone (919) 575-4490 Fax (919) 575-4143

**RECORD OF TRANSFER
USDA FOODS**

(1) _____
Transfer No.

(2) _____
Agency Code

(3) _____
Name of Transferring Agency

(4) _____
Date

(5) _____
Official Signature and Title

(6) _____
Agency Code

(7) _____
Name of Receiving Agency

(8) _____
Date

(9) _____
Official Signature and Title

(10) Material Number	(11) USDA Foods	(12) Case Pack	(13) Current Value Per Case	(14) Case Quantity
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(15) _____
Date

(16) _____
Official Signature and Title

Upon completion, mail original to: NCDA&CS – Keep one copy for you records and provide one copy to Receiving Agency. Transfer number and current value per case will be assigned by the NCDA&CS Administrative Office in Butner. Please call for these two items before you make a transfer.

INSTRUCTIONS FOR COMPLETION OF FORM NCD-78

1. Enter transfer number assigned by NCDA&CS Administrative Office.
2. Enter agency code number of agency transferring USDA Foods.
3. Enter name of agency transferring USDA Foods.
4. Enter date of transfer.
5. Enter signature and title of agency official transferring USDA Foods.
6. Enter code number of agency receiving the transferred USDA Foods.
7. Enter name of agency receiving USDA Foods.
8. Enter date of transfer transaction occurred.
9. Enter signature and title of agency official transferring USDA Foods.
10. Enter assigned NCDA&CS material number of each USDA Foods transferred.
11. Enter short title (name of USDA Foods) for each USDA Foods transferred.
12. Enter pack size of product, ex. 6/#10 Green Beans.
13. Leave this column blank – current value will be assigned by NCDA&CS.
14. Enter the number of cases of USDA Foods transferred.
15. Enter date form was completed.
16. Leave blank for approving official in NCDA&CS Administrative Office.